

Please complete the following information and submit this form by December 12th. Once the Best Companies Group receives this form, you will be sent a confirmation email and detailed information about the survey process.

Company Name: \_\_\_\_\_

(Name as it should appear in print)

Legal Name of the Company: \_\_\_\_\_

(If different than listed above.)

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Company Web Site URL: \_\_\_\_\_

NAICS Code: \_\_\_\_\_

Industry: \_\_\_\_\_

**Primary Contact** (This person will be the main contact for questions throughout the entire process and the recipient of all communications (via emails and letters), employee surveys for distribution, feedback reports, etc.)

Salutation: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Secondary Contact** (This person will be the contact for questions if the primary contact is unavailable.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Start Here!**

**Best Companies Group  
Registration Information**

Thank you for your interest in participating in the 2009 "Best Places to Work in Oklahoma" program. Registration is simple, however we encourage you to read the participation information carefully before submitting your registration form.

To participate, all companies begin by filling out and submitting a registration form and faxing it to 717-236-6803.

Registration Deadline: December 12, 2008

Once the registration information is received by Best Companies Group, companies will receive a confirmation email (which will include additional instructions) and an invoice. There is a nominal participation fee to cover the costs associated with the evaluation process. The participation fee is based upon the size of the company and the survey preference.

**Participation fees:**

Number of Employees	# Employees Surveyed	Online Fee(2)	Paper Fee(2)
25 - 99	All	\$585	\$815
100 - 199	All	\$685	\$1,045
200 - 499	Up to 250(1)	\$735	\$1,170
500 - 2499	350(1)	\$805	\$1,330
2500 +	400(1)	\$845	\$1,520

- Online Survey** (Electronic)       **Paper Survey** (Hard Copy)

(1) Employees are randomly selected.

(2) Fees are non-refundable

\*Upon completion of the assessment process, all participating companies will receive the Best Companies Group Employee Feedback Report which details the results of their specific survey. Similar reports can cost thousands of dollars if initiated independently.

Once the participation fee is received, the Best Companies Group will send the company (according to the timeline):

The Benefits & Policies Questionnaire (employer questionnaire)

A set of Employee Engagement & Satisfaction Survey (employee surveys)

Survey instructions

Other supporting information

**CEO, President, Manager, Etc.** (Highest-ranking position in the state of the nominated workplace.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**IT Contact** (This person will be the contact for any technical systems questions regarding online surveys - for all employer questionnaires and online surveys for employees - regarding filtering, spam content, white-listing, etc.)

**Name:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Marketing Contact** (This person will handle any marketing and/or public relations questions for your company.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Should your company be named to the list, we would like to notify your top three vendors or suppliers (i.e. Health Insurer, Benefits Administrator, Bank, Accounting Firm, etc.). Please provide us with the contact information as requested below.

**Vendor/Suppliers:**

1) \_\_\_\_\_  
Company Name      Contact      Email address      phone

2) \_\_\_\_\_  
Company Name      Contact      Email address      phone

3) \_\_\_\_\_  
Company Name      Contact      Email address      phone

**Additional Company Information:**

Total number of employees in Oklahoma (excluding temporary/seasonal and per diem employees ):

**Total Employees:** \_\_\_\_\_ **Full-time Employees:** \_\_\_\_\_ **Part-time Employees:** \_\_\_\_\_

**Online Survey** (Electronic)     **Paper Survey** (Hard Copy)

**Additional Survey Options**

- Does your company need additional languages? \***  
\* We offer employee surveys in a variety of languages. Additional languages are available at \$195 per survey translation. If you need alternate language surveys, please select the above button and you will receive additional information.
- Is your company interested in customizing the job role and department category demographics on the employee survey?**

**Submit this registration form  
by faxing it to 717-236-6803**

**Participation fee:**  
Fees differ and are determined based upon the size of the company and whether or not you need for us to administer the survey online or via traditional paper surveys.

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**Online Survey** (Electronic)     **Paper Survey** (Hard Copy)

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Please be aware that as part of the "Best Places," "Best Employers" or "Best Companies" program, a certain threshold of employee survey responses must be received in order for the analysts to consider the survey data valid. If a company does not meet this threshold, their full consideration for the "Best Places," "Best Employers" or "Best Companies" list may be jeopardized, even resulting in elimination. In the rare case a company's response rate is extremely low, a statistically valid Employee Feedback Report will not be presented.

**Did you participate last year?**

Yes     No

**How did you hear about the program?**

- OKCBusiness-Ad
- OKCBusiness-Email
- SHRM-Annual State Conference
- SHRM Meeting-Other
- SHRM OK State HR Council-Email
- SHRM OK State HR Council-Newsletter
- OK State Chamber-Email
- OK State Chamber-Newsletter
- Best Companies Group-Email
- Best Companies Group-Letter
- Direct mail piece
- Phone call
- Other-Please describe

**IMPORTANT:** If any of the contact information changes at any point in the process, please notify Alicia Perry at aliciap@bestcompaniesgroup.com immediately.

**Best Companies Group**

1500 Paxton Street  
Harrisburg, PA 17104  
(717) 909-1570 | (717) 236-6803 (fax)  
Email: aliciap@bestcompaniesgroup.com